

About Department of Children's Services (DCS)

The Tennessee Department of Children's Services (DCS) is the state's public child welfare agency, overseeing child protective services, permanency and juvenile justice. DCS protects children who are victims of abuse or neglect and strengthens families through services that focus on family support and preservation. DCS staff responds to over 37,000 reports of child abuse and neglect a year. DCS employees 4000+ staff deployed across Tennessee.

Job Description

The Auditor 2 is responsible for performing both specialized and general auditing tasks. The Auditor 2, under direct supervision, will have exposure to all aspects of Audit Services which will support both professional and career goals.

The position will require overnight travel throughout the State of Tennessee.

RESPONSIBILITIES

- Assist in conducting compliance audits of State departments, agencies, institutions, or private agencies receiving state or federal funds to determine statutory compliance.
- Assist in conducting operational audits of state or private agencies to evaluate the efficiency and effectiveness of various programs.
- Prepares draft audit reports from work paper summaries to document audit results, clearly communicate those results, and make recommendations for corrective actions in a clear and concise manner.
- Prepares electronic work papers and supporting documentation from a review of records and other auditing resources to identify legal, financial, compliance, and/or administrative problems or discrepancies.
- Conducts research on federal, state, and departmental policies, rules, and regulations to assist the assigned supervisor in the development of audit programs for testing.
- Communicates with internal and external customers in a professional, friendly and courteous manner to provide exceptional customer service.
- Maintain confidentiality at all times without exception.

Requirements

- Graduation from an accredited college or university with a bachelor's degree in Accounting, Business, or a related field.
- Minimum of 1 year Accounting or Audit experience. (Additional graduate coursework in business administration with a major in accounting may be substituted for the required experience on a year-for-year basis.)
- Excellent critical thinking skills.
- Must be able to demonstrate the ability to make informed decisions based on data.
- Excellent verbal and written communication skills
- Working knowledge of accounting principles and auditing standards.
- Personal qualities that include integrity, commitment to DCS mission, respect for diversity and have a positive attitude.
- Ability to work in a fast paced, multi-tasking environment and successfully navigate ambiguity while executing to deadlines.
- Proficient in Microsoft Office Suite: Word, Excel, Outlook and has the ability to generate reports, electronic spreadsheets, as well as charts and graphs.

PLEASE SEND RESUME TO:

joseph.connor@tn.gov

Resumes will be accepted until candidate is chosen

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.